

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE	OF	PAGES
2. CONTRACT NUMBER		3. SOLICITATION NUMBER		4. TYPE OF SOLICITATION		5. DATE ISSUED	
		<input type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)				6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY				CODE	8. ADDRESS OFFER TO (If other than Item 7)		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____ (Hour) _____ (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS
		AREA CODE	NUMBER	EXT.

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	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT <i>(See Section I, Clause No. 52.232-8)</i>	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)

14. ACKNOWLEDGMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER <i>(Type or print)</i>	

15B. TELEPHONE NUMBER	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE NUMBER EXT.			

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	
<input type="checkbox"/> 10 U.S.C. 2304(c)) <input type="checkbox"/> 41 U.S.C. 253(c) ()			
24. ADMINISTERED BY (If other than Item 7)		25. PAYMENT WILL BE MADE BY	
CODE		CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA	
		(Signature of Contracting Officer)	
		28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

SECTION B - SCHEDULE AND CERTIFICATIONS

Section B.1 Schedule and Prices

Item	Description	Unit Prices		
		Basic	1 ST Option	2 nd Option
B.1.1	Reporting Services			
101	Daily Rate for Reporting Services	\$ /day	\$ /day	\$ /day
102	Half-day Rate for Reporting Services	\$ ½ day	\$ ½ day	\$ ½ day
103	Overtime Rate (for continuation of services begun during the Principal Period of Service payment is in addition to payment of the Daily Rate, 101, or the Half-day Rate, item 102	\$ /hr	\$ /hr	\$ /hr
B.1.1A	Realtime Reporting Services	Basic	1ST Option	2nd Option
101A	Daily Rate for Realtime Reporting Services	\$ /day	\$ /day	\$ /day
102A	Half-day Rate for Realtime Reporting Services	\$ ½ day	\$ ½ day	\$ ½ day
103A	Overtime Rate Realtime (for continuation of services begun during the Principal Period of Service payment is in addition to payment of the Daily Rate, 101A, or the Half-day Rate, item 102A	\$ /hr	\$ /hr	\$ /hr
104	Rate for reporting services commencing outside the principal period of service		See Clause I.3 (a) 4	\$
105	Transportation for Reporting Services Outside Geographic Scope		Actual Cost See Clause I.3 (a) 5	\$
106	Subsistence for Reporting Services Outside the Geographic Scope		Per Diem See Clause I.3 (a) 5	\$

SECTION B - SCHEDULE AND CERTIFICATIONS

B.1.2	Transcription Services - Rate must not exceed maximum rates established by the court per attachment J.3**	Basic	1ST Option	2nd Option
201	Ordinary Transcript Services-Original*	\$ /page	\$ /page	\$ /page
201a	First Transcript Copy	\$ /page	\$ /page	\$ /page
201b	Each Additional Copy to the same party	\$ /page	\$ /page	\$ /page
202	Expedited Transcript-Original*	\$ /page	\$ /page	\$ /page
202a	First transcript Copy	\$ /page	\$ /page	\$ /page
202b	Each additional Copy to the same party	\$ /page	\$ /page	\$ /page

Item	Description	Unit Prices		
B.1.2	Transcription Services	Basic	1ST Option	2nd Option
203	Daily Transcript-Original*	\$ /page	\$ /page	\$ /page
203a	First transcript Copy	\$ /page	\$ /page	\$ /page
203b	Each additional Copy to the same party	\$ /page	\$ /page	\$ /page
204	Hourly transcript-Original*	\$ /page	\$ /page	\$ /page
204a	First Transcript Copy	\$ /page	\$ /page	\$ /page
204b	Each Additional Copy to the same party	\$ /page	\$ /page	\$ /page
B.1.2A	Realtime Transcription Services - Rate must not exceed maximum rates established by the court per attachment J.3**			
205	Realtime Transcript	\$ /page	\$ /page	\$ /page
205a	First Transcript Copy	\$ /page	\$ /page	\$ /page

* Includes copy to be filed with the Clerk of Court at no additional charge to the ordering party or the Court.

** Transcript rates proposed greater than Judicial Conference or Court authorized rates will be deemed technically unacceptable.

Section B.2 - Contractor Certifications

B.2.1 Minimum Number of Reporters

The offeror agrees to provide a minimum of _____ contract reporters and a minimum of _____ contract realtime reporters qualified to meet the requirements stated in C.4.

B.2.2 Data Concerning Reporters

- (a) For the purposes of evaluation, the Offeror has attached to each copy of this offer **a total of _____ Biographical Information Sheets**, which identify the qualifications of the reporters who will perform reporting services under any resultant agreement.
- (b) Recognizing and understanding that the Government intends to rely on such data in making any acceptance, the offeror represents and certifies that the data provided in the biographical information sheets is current, accurate, and complete to the best of the offeror's knowledge, and relates only to reporters whom the offeror has a good-faith intention of using to perform the reporting services described herein.

B.2.3 Minimum Notice

The offeror agrees to provide services upon receiving a **minimum notice of _____ hours** prior to the time designated for a reporter's appearance at the designated place(s) of performance under a Reporting Services Order. This minimum notice requirement must not be more than the notice stated in Section C.6.b. (NOTE: This minimum notice does not apply to a cancellation of a reporting services order).

**REPORTER'S BIOGRAPHICAL INFORMATION SHEET
COMPLETE ONE PER REPORTER**

(See Statement of Work Section C.4 for required qualifications of reporters)

Solicitation Number _____ Date _____

Firm: _____

Reporter's Name: _____ *(reporter must sign at bottom of page)*

NCRA Certificate Title*, Registration Number & Date Received:
(MUST attach photocopy)

Grantor and city, state, conferred: _____

Experience. Begin with most recent experience. List all positions related to performance of court reporting duties. Include all experience in a courtroom setting. Include average number of hours worked per week for each reference. Attach additional sheets as needed.

Name, Address, Phone# of Employer:

Employed From: _____ To: _____

Description of Duties:

Name, Address, Phone# of Employer:

Employed From: _____ To: _____

Description of Duties:

Name, Address, Phone# of Employer:

Employed From: _____ To: _____

Description of Duties:

* if 'equivalent' certification provided, documentation must be in accordance with Section C.4
By signing below, I certify that the above information is complete and correct, and that I intend to provide services for the above firm under any contract resulting from this solicitation:

Reporter Signature

Date

OFFEROR'S REFERENCE INFORMATION

Complete one form per reference. Minimum of 3 current references required.

Name of Offeror _____

The Offeror shall provide the following information concerning past performance of prime court reporting services similar in nature to those required in this solicitation.

- 1) Name of Reference: _____
(Firm, company, Court or individual)

Name of Contact: _____

Address: _____

Telephone No.: _____

- 2) Contract# (if applicable) & period of performance: _____

- 3) Description of work:

SECTION K -REPRESENTATIONS, EXHIBITIONS, AND OTHER STATEMENTS OF OFFERORS

K.1.1 JP3 Provision 3-130, Authorized Negotiators - (Jan 2003)

The offeror represents that the following persons are authorized to negotiate on its behalf with the judiciary in connection with this solicitation (*offeror lists names, titles, and telephone numbers of the authorized negotiators*).

Name: _____
Titles: _____
Telephone: _____
Fax: _____
Email: _____

K.2 JP3 Provision 3-5, Taxpayer Identification - (Jan 2003)

(a) *Definitions*

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

- (b) All offerors shall submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

- ©) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

SECTION K -REPRESENTATIONS, EXHIBITIONS, AND OTHER STATEMENTS OF OFFERORS

(d) *Taxpayer Identification Number (TIN):*

- ☐ TIN has been applied for.
☐ TIN is not required, because: _____

- ☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does Not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
☐ Offeror is an agency or instrumentality of a foreign government;
☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- ☐ sole proprietorship;
☐ partnership;
☐ corporate entity (not tax-exempt);
☐ corporate entity (tax-exempt);
☐ government entity (federal, state or local);
☐ foreign government;
☐ international organization per-26 CFR 1.6049-4;
☐ other _____.

(f) *Common parent*

- ☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent

Name _____
TIN _____